



Vacancy Listing Report

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**Vacancy Number:** Reg 9-MP-2006-0063

**Vacancy Description:** Writer/Editor (Web), GS-1082-13 (OPA Title 5 Supervisor)

# Vac/Duty Loc 1: 1, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-1082-13/13

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Heidi Acquisti, 415-972-3836, acquisti.heidi@epa.gov

**Promotion Potential:** GS-13

**Date Opened:** 4/24/06

**Date Closed:** 5/5/06

**Salary:** 84713 - 110122

**Information:**

This announcement CLOSING MIDNIGHT EASTERN TIME (ET) on the closing date indicated. Remember, if you are not in the ET time zone, adjust accordingly.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" AND THE REQUIRED SUPPLEMENTAL INFORMATION NECESSARY IN ORDER TO BE CONSIDERED.

**RELOCATION EXPENSES**

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

**WHO MAY APPLY**

This merit promotion announcement is open to current permanent EPA Region 9 employees.

**LOCATION OF POSITION:**

U.S. Environmental Protection Agency, Region 9, Office of Public Affairs, Environmental Information and Education Office (Web Team), San Francisco, California

**NUMBER OF POSITIONS:** 1 (Full-Time)

**SALARY RANGE:**

GS-13: \$84,713 - \$110,122 per annum

**PROMOTIONAL POTENTIAL:**

The highest grade (full performance level) of this position is GS-13. competition.



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### DESCRIPTION OF WORK AT THE GS-13 LEVEL:

The incumbent supervises the Web Team located within the Office of Public Affairs, Environmental Information and Education Office. The incumbent carries out supervisory responsibilities as defined under Title 5, Section 7103(a)(10). As a Title 5 supervisor, duties include: hiring; directing operations; assigning, reviewing and approving work; promoting and rewarding staff; approving leave; evaluating performance; and effecting disciplinary actions. Identifies, distributes, and balances workload and tasks among team members in accordance with established work flow, skill level, and/or occupational specialization. Articulates and assigns to employees projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. The incumbent provides oversight to the Web Team and manages the web content to ensure the content reflects regional priorities. Works with regional staff and managers to develop and maintain information on the Web. Work includes creating Web content for new and emerging issues and removing and/or revising outdated or inaccurate materials.

Serves as expert consultant to staff on the development of Web content in support of Region 9's objectives. Consults with staff on issues regarding Web writing techniques, selection of appropriate documents to present on the Web, and how to present documents on the Web effectively to further our communication objectives. Works with Web Team contractors and Infrastructure Coordinator to design and implement the information architecture of the Web site, ensuring ease of navigation for members. Coordinates Agency Web crisis communications and serves as a member of public information response team in the event of an emergency or crisis situation. Manages the development and implementation of Web content, policy, procedures and standards. Develops and maintains a strategic plan for R9's internet presence based on management priorities, policy directions and goals. Includes consulting with division management to assess needs and develop plans.

### EMPLOYMENT CONDITIONS:

The position may be subject to one or more of the following:

Medical Monitoring: ☐☐☐☐ YES [ ] ☐ NO [X]

Drug Testing: ☐☐☐☐ YES [ ] ☐ NO [X]

Financial Disclosure: ☐☐☐☐ YES [X] ☐ NO [ ]

Supervisory Probationary Period: ☐☐ YES [ ] ☐ NO [X]

Position Sensitivity Level: ☐☐☐ Nonsensitive ☐☐

Union: ☐☐☐☐☐ Excluded

One Year Probationary Period, if applicable: YES [X] NO [ ]

Background Investigation, if applicable: YES [X] NO [ ]

### QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)). Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week



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for 12-months period you will be credited with 6 months of experience). Education must be in course work listed under "Basic Qualification Requirements."

### ADDITIONAL QUALIFICATION REQUIREMENTS:

GS-13: Minimum qualifying experience is one year at the GS-12 level providing leadership, advice and guidance on communication techniques through written, editorial, spoken and visual means requiring in-depth knowledge of communication procedures, policies and guidelines. This experience must include representing the organization in matters relating to controversial program activities, independently resolving complex, high-priority issues, and serving as a spokesperson on matters related to multi-media environmental program activities.

There is no allowable substitution of education for the GS-13 level.

### EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

### HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Resume and application questions for this vacancy MUST be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp).



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Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

### WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov). You may also call our office at (415) 972-3817

### REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.